How to Change Majors, Minors, and Certificates

Majors
A major area of study is required to complete a bachelor’s degree in a chosen subject area. A list of majors is available in the UCF Undergraduate Catalog.

Minors and Certificates
Minors and undergraduate certificates are a complement to a bachelor’s degree. Minors require a minimum of 18 credit hours. Certificates require a minimum of 12 credit hours. Many minors and certificates require hours beyond the minimum amount.

Minors and certificates are optional unless required by a specific major. Some minors and certificates are restricted or limited access. Consult the UCF Undergraduate Catalog for options and requirements.

How to Declare or Change Programs

STEP 1 Go to my.ucf.edu and log in with your NID credentials
STEP 2 Click on Student Self Service
STEP 3 Click on the other academic drop-down menu
STEP 4 Select the Change Major Request option and click on the double arrows
STEP 5 Read the instructions and click on Next

MAJORS

STEP 6 Click on Add or Change* in the major box
*Use the Change option to change your currently declared major or undeclared status to a new major.

STEP 7 Click on the magnifying glass to select college of major
STEP 8 Click on the magnifying glass to select specific major
STEP 9 Click on Look Up to view listing of majors and select specific major
STEP 10 If the major asks you to choose a specific track, click the magnifying glass next to “track” and select your intended track
STEP 11 Click on Next and then Submit

MINORS and CERTIFICATES

STEP 6 Click on Add or Change in the minor or certificate box
STEP 7 Click on the magnifying glass to select college of minor or certificate
STEP 8 Click on the magnifying glass to select specific minor or certificate
STEP 9 Click on Look Up to view listing of minors or certificates and select specific minor or certificate
STEP 10 Click on Next and then Submit

If a program has no admission requirements and advisor review is not required, your change of program request will be automatically approved prior to the completion of 75 credit hours. For requests made after the completion of 75 credit hours or for programs with additional admissions requirements, your request will be forwarded to an advisor for review and you will be notified through your UCF email of the outcome of your request.